



UFM GRANT SCHEME FOR THE PROMOTION OF INCLUSIVE DIGITAL TRADE
REFERENCE NUMBER: PRO487EDE-2024

Barcelona, 15th of October 2024

REQUEST FOR CLARIFICATIONS No. 1 up to 15/10/2024

21-08-2024

Question 1:	<p>I am writing on behalf of (...), a Pan African Network (...) with a secretariat in Nairobi-Kenya and certified producers in MENA (Egypt, Morocco, Tunisia and Palestine) We have (...) independently registered in Morocco and have relationship with a private non- profit University based in Egypt.</p> <p>My concern: Is (the name of the organization removed) eligible to apply as the lead with these collaborators as co-applicants based in Morocco and Egypt?</p>
<p>As established in the guidelines, to ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.</p> <p>Please refer to section 2.1.1 and 2.1.2 of the Guidelines, where requisites for eligibility of lead applicants, co-applicants and affiliated entities are laid out. In particular, in order to be eligible for a grant, the lead applicant must:</p> <ul style="list-style-type: none"> • be a legal person (non-governmental organisation); pursuant to the conditions established in the Financing Agreement between UfM and GIZ, international organisations¹, government agencies, local authorities, and public sector operators are not eligible under this call. – with the exception of state dependent or publicly funded research centres and universities- and • be non-profit-making, and • be established in the UfM Region and • be established in one of the following countries: Algeria, Egypt, Jordan, Lebanon, Mauritania, Morocco, Palestine and Tunisia or have at least one co-applicant established in one of the above-mentioned countries • be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary and <p>Fulfilment of these criteria will be determined on the basis of the organisation’s statutes, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a ‘Memorandum of Understanding’ has been</p>	



concluded.

Please note that co-applicants must satisfy the eligibility criteria as applicable to the lead applicant, and as per section 2.1.2 of the [Guidelines](#) affiliated entity(ies) must satisfy the same eligibility criteria as the lead applicant and the co-applicant(s).

02-09-2024

<p>Question 2:</p>	<p>Do we need to explicitly identify co-applicants from each of the implementation countries involved, or is it sufficient to indicate that the project will be implemented across three countries, mentioning our local subcontractors without naming them as official co-applicants?</p>
<p>Please refer to section 2.1.1 of the Guidelines for further information on the eligibility requirements for applicants and co-applicants. In order to be eligible for a grant, lead applicants must:</p> <ul style="list-style-type: none"> • be established in the UfM Region and • be established in one of the following countries: Algeria, Egypt, Jordan, Lebanon, Mauritania, Morocco, Palestine and Tunisia or have at least one co-applicant established in one of the abovementioned countries. This section indicates the possibility of having projects led by an applicant established in the UfM region (i.e. Türkiye) and one or more co-applicant(s) from one of the above-mentioned countries (Algeria, Egypt, Jordan, Lebanon, Mauritania, Morocco, Palestine and Tunisia). <p>Please be reminded that according to section 2.1.4 of the Guidelines “Actions can only take place in one or multiple of the following UfM Member States: Algeria, Egypt, Jordan, Lebanon, Mauritania, Morocco, Palestine and Tunisia”.</p> <p>Kindly note that as per section 2.1.3 of the Guidelines, contractors “are not applicants nor affiliated entities” (...).</p>	
<p>Question 3:</p>	<p>Is the maximum grant amount of €300,000 inclusive of the 20% co-financing contribution from partners, meaning the total project budget would be €300,000? Or does the €300,000 refer solely to the grant, with the 20% contribution added on top to reach a total of €360,000?</p>
<p>Please refer to section 1.3 of the Guidelines “Financial allocation provided by the contracting authority”. Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:</p> <ul style="list-style-type: none"> • Minimum amount: EUR 150.000 • Maximum amount: EUR 300.000 <p>Any grant requested under this call for proposals must fall between the following maximum percentages of total eligible costs of the action:</p> <ul style="list-style-type: none"> • Minimum percentage: 50 % of the total eligible costs of the action. • Maximum percentage 80 % of the total eligible costs of the action (see also Section 2.1.5). 	



Please bear in mind that the **total cost for the project ≠ requested grant** (i.e. Requesting a EUR 300.000,00 grant entails that the total cost of the project is higher, in line with the rate of co-financing) The balance (i.e. the difference between the total cost of the project and the amount requested from the contracting authority) must be financed from sources other than the Union for the Mediterranean.

Question 4:

Is the cost of local office rental eligible? In the guidelines this cost is not included among the ineligible costs, but in the budget template (i.e. ANNEX B) there is no cost category '4. Local office'.

To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.

To be eligible under this call for proposals, costs must comply with the provisions of Article 14 of the **General Conditions** to the standard grant contract (see [Annex G](#) of the [Guidelines](#)).

As it is specifically outlined under the Article 14.2., section j, "Costs actually incurred in relation to a project office used for the action or a portion of these costs may be accepted as eligible direct costs if:

(...) "the need for setting up or using a project office is **recognized by the Contracting Authority in the Special Conditions.**"

Documents made available for the call for proposals, namely the indications included in [Annex B](#) (Budget), lay out the position of the Contracting Authority with regards to this typology of costs.:

"For the rental of spaces exclusively and inextricably linked to project activities (i.e. rental of a space or venue for conducting seminars or trainings), **they can be reported under Heading 5 or 6**. These costs shall be limited in time and be exclusively linked to project activities."

Question 5:

Are the running costs of the local office, e.g. bills, eligible?

Please refer to the answer to **question n° 4**.

Question 6:

Is fuel for local travel eligible? In the ANNEX B there is only an indication for car rental.

To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.

To be eligible under this call for proposals, costs must comply with the provisions of Article 14 of the **General Conditions** to the standard grant contract (see [Annex G](#) of the [Guidelines](#)).

Kindly note that supplies and equipment are to be listed under Heading 3 of [Annex B](#) (Budget). Applicants can include or remove budget lines to reflect the envisioned costs for their proposal.



09-09-2024

Question 7:	We would appreciate it if you could provide the relevant documents and guidelines at your earliest convenience so we can proceed with our submission.
<p>We kindly encourage you to carefully read the Call for Proposal Guidelines for ensuring that your application meets all the necessary requirements (sections 2.1.1, 2.1.2, 2.1.4 and 2.1.5) and also additional information on the application procedure (sections 2.2.1 and 2.2.2).</p> <p>All the necessary information and annexes, along with the guidelines are accessible on the UfM's website: https://ufmsecretariat.org/grant-scheme-2024/</p>	
Question 8:	This Grant Scheme aims to support and increase the participation of relevant entities, such as SMEs, cooperatives, entrepreneurs, social enterprises, and business communities in e-commerce, with a particular focus on business organizations led and operated by women in Algeria, Egypt, Jordan, Lebanon, Mauritania, Morocco, Palestine, and Tunisia. Could you please clarify whether the priority will be given to women-led NGOs applying for the grant, or if it refers to prioritizing women-led SMEs and entrepreneurs as the project beneficiaries? This distinction will help us better understand the eligibility criteria and the focus of the grant scheme.
<p>Kindly refer to section 1.2 of the Guidelines, where Priority 2 "Enhancing the participation in e-commerce of women-led enterprises, particularly those operating in rural areas" is defined and developed.</p> <p>Kindly consider also the eligibility criteria for the Call for Proposals established in section 2.1.1 and the criteria that will be used for the evaluation process for the selection of applications, which is specified in section 2.3. Evaluation and selection of applications.</p>	
Question 9:	We are interested in applying for a grant scheme for the promotion of inclusive digital trade, and we want to ask regarding the eligibility criteria, as we are registered in the UK as a for-profit and we do have an event management arm in Egypt (...). Could you please guide us through this, and if we are still eligible to apply?
<p>To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.</p> <p>To evaluate the eligibility status of the lead applicants, co-applicants and affiliated entities, please review the answer provided to question n° 1.</p>	

16-09-2024

Question 10:	Is a French association that conducts 90% of its activities in Tunisia eligible to carry out a project? (Translated from French.)
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To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.

To evaluate the eligibility status of the lead applicants, co-applicants and affiliated entities, please review the answer provided to **question n° 1**.

Question 11:	Can a social enterprise in Tunisia apply and be the project promoter? (Translated from French.)
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Kindly refer to answer provided to **question n° 10**.

18-09-2024

Question 12:	<p>We are a non-governmental organization based in Jordan, and after reviewing the grant objectives, we have a question for clarification. The objectives state that the Grant Scheme aims to support and increase the participation of relevant entities such as SMEs, cooperatives, entrepreneurs, social enterprises, and business communities in e-commerce, with a particular focus on women-led business organizations in Algeria, Egypt, Jordan, Lebanon, Mauritania, Morocco, Palestine, and Tunisia. The Grant Scheme also intends to identify and address the challenges these organizations face in e-commerce through training and capacity-building measures.</p> <p>Could you kindly clarify if the target group consists solely of SMEs, cooperatives, entrepreneurs, social enterprises, and business communities involved in e-commerce, or if the scheme also includes vulnerable groups such as women, rural residents, young people struggling to enter the labor market, migrants, and people with disabilities, with the goal of helping them establish their own SMEs, entrepreneurial ventures, social enterprises, and business communities?</p>
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The information regarding the objectives of the project is outlined under section **1.2. Objectives of the Grant Scheme and priority issues** of the [Guidelines](#).

As specified in the document, the specific objectives of this call for proposals are “supporting SMEs, cooperatives, social enterprises, business communities, and entrepreneurs to enable them to export more through e-commerce” through under one or several of the priorities outlined below:

“Priority 1 - Development of digital, technical, and managerial capacities to facilitate greater participation in e-commerce in the Southern Mediterranean.

Priority 2 - Enhancing the participation in e-commerce of women-led enterprises, particularly those operating in rural areas.”



20-09-2024

Question 13:	Some of our ongoing projects are financed by AECID, and we also see that this call for proposals has the financial support of GIZ, on behalf of BMZ and AECID. Could you please clarify to us if our AECID funds would be eligible as co-finance?
<p>Kindly note that as specified in the guidelines, the financial support for the present call for proposals is provided by the benefactors Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and the Agencia Española de Cooperación Internacional al Desarrollo.</p> <p>Should an applicant use other projects for which the funding source is one of the benefactors of the present Grant Scheme would impede the achievement of the co-financing requirements.</p>	
Question 14:	As [organization name] is a Non-Profit legal entity based in Jordan, we would be the lead-applicants. Nevertheless, some of the staff in Palestine and Lebanon are hired either through [organization name] Palestine or [organization name] Spain. According to the call for proposals, we think they would both be considered Affiliated entities, being [organization name] Palestine a "sister company" and [organization name] Spain a "parent company". Would this be correct?
<p>Section 2.1.2 of the Guidelines defines the criteria for affiliated entities. Please refer to the following information with highlights that:</p> <p>“Only the following entities may be considered as affiliated entities to the lead applicant and/or to co-applicant(s):</p> <p>Only entities having a structural link with the applicants (i.e. the lead applicant or a co-applicant), in particular a legal or capital link.</p> <p>This structural link encompasses mainly two notions:</p> <p>(i) Control, as defined in Directive 2013/34/EU on the annual financial statements, consolidated financial statements and related reports of certain types of undertakings:</p> <p>Entities affiliated to an applicant may hence be:</p> <ul style="list-style-type: none">- Entities directly or indirectly controlled by the applicant (daughter companies or first-tier subsidiaries). They may also be entities controlled by an entity controlled by the applicant (granddaughter companies or second-tier subsidiaries) and the same applies to further tiers of control;- Entities directly or indirectly controlling the applicant (parent companies). Likewise, they may be entities controlling an entity controlling the applicant;- Entities under the same direct or indirect control as the applicant (sister companies).	



(ii) Membership, i.e. the applicant is legally defined as a e.g. network, federation, association in which the proposed affiliated entities also participate or the applicant participates in the same entity (e.g. network, federation, association, ...) as the proposed affiliated entities.”

Question 15:

At the same time, [organization name] Jordan, [organization name] Palestine, and [organization name] Spain work with other local NGOs in Jordan, Palestine and Lebanon. If we understand the bases correctly, they would be considered as either associates and/or contractors?

Kindly refer to sections 2.1.1, section 2.1.2 and section 2.1.3, where the difference between co-applicants, affiliated entities and associates&subcontractors are laid out:

Co-applicant(s) participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant. Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself. (...)

If awarded the grant contract, the co-applicant(s) (if any) will become beneficiary(ies) in the action (together with the coordinator).

The lead applicant and its co-applicant(s) may act with **affiliated entity(ies)(...)**: entities having a structural link with the applicants (i.e. the lead applicant or a co-applicant), in particular a legal or capital link.

If the applicants are awarded a grant contract, their affiliated entity(ies) will not become beneficiary(ies) of the action and signatory(ies) of the grant contract. However, they will participate in the design and in the implementation of the action and the costs they incur (including those incurred for implementation contracts) may be accepted as eligible costs, provided they comply with all the relevant rules already applicable to the beneficiary(ies) under the grant contract.

Associates are other organisations or individuals may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant, with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in section 2.1.1. Associates must be mentioned in Part B section 6 — ‘Associates participating in the action’ — of the grant application form.

Question 16:

Is it correct that under the line "Human Resources" we can include the salaries of personnel hired by the lead applicant and the affiliated entities, but not the associates and contractors?

With regards to affiliated entities, kindly refer to section 2.1.2 of the guidelines, where it is stated that “If the applicants are awarded a grant contract, their **affiliated entity(ies) will not become beneficiary(ies) of the action and signatory(ies) of the grant contract. However, they will participate in the design and in the implementation of the action and the costs they incur** (including those incurred for implementation contracts) **may be accepted as eligible costs, provided they comply with all the relevant rules already applicable to the beneficiary(ies) under the grant contract.**”

Affiliated entity(ies) must satisfy the same eligibility criteria as the lead applicant and the co-applicant(s). They must sign the affiliated entity(ies) statement in Part B section 5 of the grant application form.



Concerning “Associates and contractors” section 2.1.3. of the [Guidelines](#) stipulates that:

“Associates (...) **may not receive funding from the grant, with the exception of per diem or travel costs.** (...)

Contractors: The beneficiaries and their affiliated entities are permitted to award contracts. Associates or affiliated entity(ies) cannot be also contractors in the project. Contractors are subject to the procurement rules set out in Annex IV and Annex X to the standard grant contract.”

22/09/2024

Question 17:	We understood that the Consortium should contribute to the budget only in monetary terms. Is this correct?
Kindly refer to section 2.1.5 of the Guidelines (eligibility of costs). As per the rules under the current call for proposals “contributions in kind may not be treated as co-financing”.	
Question 18:	If so, the percentage of the contribution (let's assume 20%) must be necessarily shared in equal parts among the members of the Consortium? [This is linked to question 17.]
Kindly refer to section 1.3 of the Guidelines, where the grant size is laid out: <p>Any grant requested under this call for proposals must fall between the following maximum percentages of total eligible costs of the action:</p> <ul style="list-style-type: none"> • Minimum percentage: 50 % of the total eligible costs of the action. • Maximum percentage 80 % of the total eligible costs of the action (see also section 2.1.5). <p>The balance (i.e. the difference between the total cost of the action and the amount requested from the contracting authority) must be financed from sources other than the Union for the Mediterranean.</p>	
Question 19:	Can you specify the budget's maximum percentage that may be allocated to subcontracting?
The guidelines for applicants are not prescriptive on the maximum amount that may be allocated to subcontracting. <p>Please refer to section 2.1.1. “Eligibility of applicants”, where the guidelines indicate that “be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary”.</p> <p>Kindly note that section 2.6 of the Guidelines for Grant Applicants, where it is established that “Subcontracting is the implementation, by a third party with which one or more beneficiaries have concluded a procurement contract - following requirements established in Annex IV and Annex X of the standard grant contract-, of specific tasks forming part of the action as described in annex to the grant contract (see also the general terms and conditions in the model grant contract)”.</p> <p>Please also refer to Article 10.4 of the General Conditions (Annex G of the Guidelines) applicable to the grant contract, where it is specified that “beneficiary(ies) may subcontract tasks forming part of the</p>	



action. If it does so, it must ensure that, in addition to the conditions specified in Article 10.1, 10.2 and 10.3, the following conditions are also complied with:

- **subcontracting does not cover core tasks of the action;**
- **recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation;**
- the estimated costs of the subcontracting are clearly identifiable in the estimated budget set out in Annex III;
- any recourse to subcontracting, if not provided for in Annex I, is communicated by the beneficiary and approved by the contracting authority.

23/09/2024

Question 20:	Our company is a legal person, non-governmental organisation; however, it is not “non-profit making.” What can we do to be eligible for the grant?
To evaluate the eligibility status of the lead applicants, co-applicants and affiliated entities, please review the answer provided to question n° 1 .	
Question 21:	Are there any listed non-profit organisations we can co-apply with?
Kindly note that in accordance with section 2.1.1 of the Guidelines for applicants “The lead applicant may act individually or with co-applicant(s)” (...).	
“Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself”	
The Contracting Authority has not made available a list of organisations with whom the prospective applicants can partner with (partner search tool).	

24-09-2024

Question 22:	Can the co-financing be provided by funding received by European Union?
Please review the answer provided to question n° 13 .	
Question 23:	Is it necessary to budget for an external verification audit for the project, or is this not compulsory?
In accordance with the section 2.1.5 of the Guidelines , “the applicants (and where applicable their affiliated entities) agree that the expenditure verification(s) referred to in Article 15.7 of the general conditions to the standard grant contract (see Annex G of the guidelines) will be carried out by the contracting authority through specific audit firm (or one out of a pool) that has been previously selected in respect of the applicable procurement rules.”	



Question 24:	We understand that financial reports need to be submitted every year, but we are unsure if these reports also need to be audited by an external auditing company.
Kindly refer to question n° 23 .	
For further guidance, kindly consult article 15.7 of the General Conditions of the Grant Contract, available as Annex G of the Guidelines.	

25-09-2024

Question 25:	We noticed a potential discrepancy between the information shared on your social media and the eligibility criteria. On social media, the scheme is described as being open to digital businesses seeking funding to scale their operations, which seems to suggest that for-profit entities (...) might qualify. However, upon reviewing the eligibility criteria, it states that only non-profit organizations can apply. Could you kindly clarify whether for-profit organizations like ours are eligible to apply for this grant?
To evaluate the eligibility status of the lead applicants, co-applicants and affiliated entities, please review the answer provided to question n° 1 .	
Associates do not have to meet the eligibility criteria referred to in Section 2.1.1 (...). They play a real role in the action but may not receive funding from the grant, with the exception of per diem or travel costs.	
Contractors do not have to meet the eligibility criteria for applicants but are subject to the procurement rules set out in Annex IV and Annex X to the standard grant contract.	
As outlined in the Call for Proposal Guidelines “promotion of inclusive digital trade aims to support and increase the participation of relevant entities, such as SMEs, cooperatives, entrepreneurs, social enterprises, and business communities in e-commerce, with a particular focus on business organizations led and operated by women in Algeria, Egypt, Jordan, Lebanon, Mauritania, Morocco, Palestine and Tunisia” is the objective of the action. This Call for Proposals is addressed to not-for-profit organizations from the UfM Member States, which are invited to submit proposals for projects falling under one or several of the priorities outlined in the section 1.1 of the Guidelines .	

26-09-2024

Question 26:	In the brochure, your Specific Objectives are "Supporting SMEs, cooperatives, social enterprises, business communities, and entrepreneurs to enable them to make better use of the economic opportunities of e-commerce" but then it says that only non-profits are eligible to apply. I am confused. Can you please clarify?
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To evaluate the eligibility status of the lead applicants, co-applicants and affiliated entities, please review the answer provided to **question n° 1**.

As outlined in the Call for Proposal Guidelines “promotion of inclusive digital trade aims to support and increase the participation of relevant entities, such as SMEs, cooperatives, entrepreneurs, social enterprises, and business communities in e-commerce, with a particular focus on business organizations led and operated by women in Algeria, Egypt, Jordan, Lebanon, Mauritania, Morocco, Palestine and Tunisia” is the objective of the action. This Call for Proposals is addressed to not-for-profit organizations from the UfM Member States, which are invited to submit proposals for projects falling under one or several of the priorities outlined in the section 1.1 of the [Guidelines](#).

27-09-2024

Question 27:	<p>I am (...), project manager at (...), an association of industrial companies in Spain. I am writing to you because we would like to submit a project proposal, but I have some doubts regarding the eligibility of the consortium and the idea of the project.</p> <p>The idea is for (...), located in Barcelona, Spain, to be the project leader. We would like the partners to be (...) from Morocco.</p> <p>(...)</p> <p>I would appreciate your guidance on the eligibility of the consortium and any recommendations you can offer on the project idea.</p>
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To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.

To evaluate the eligibility status of the lead applicants, co-applicants and affiliated entities, please review the answer provided to **question n° 1**. and **question n° 14**.

01-10-2024

Question 28:	How can I submit the application? (Translated from Arabic).
<p>We encourage you to review the section 2.2. How to apply and the procedures to follow of the Guidelines, which provides specific details regarding the necessary documents to be provided, where and how to send applications, deadline for submission of applications and further details.</p> <p>All the necessary information and annexes, along with the guidelines are accessible on the UfM’s website: https://ufmsecretariat.org/grant-scheme-2024/</p>	



02-10-2024

Question 29:	Is a chamber of industry and commerce an eligible co-applicant?
<p>To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.</p> <p>To evaluate the eligibility status of the lead applicants, co-applicants and affiliated entities, please review the answer provided to question n° 1.</p>	
Question 30:	(...). We would like to participate in this financing of the Union for the Mediterranean program. What are the conditions for this program?
<p>We kindly encourage you to carefully read the Call for Proposal Guidelines for ensuring that your application meets all the necessary requirements (sections 2.1.1, 2.1.2, 2.1.4 and 2.1.5) and also additional information on the application procedure (sections 2.2.1 and 2.2.2).</p> <p>Templates are available in English in order to prepare the project proposal on the following link https://ufmsecretariat.org/grant-scheme-2024/ on the “Documents” section.</p>	

04-10-2024

Question 31:	While our academy does not directly engage in e-commerce, we believe our work in building digital and technical capacities, including centers of excellence and training academies, contributes to the ecosystem that supports digital trade and innovation. I would appreciate your insights on whether our activities align with the grant's objectives, particularly in fostering greater participation in digital economies through capacity-building.
<p>To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.</p> <p>The information regarding the objectives of the project is outlined under section 1.2. Objectives of the Grant Scheme and priority issues of the Guidelines.</p> <p>As specified in the document, the specific objectives of this call for proposals are “supporting SMEs, cooperatives, social enterprises, business communities, and entrepreneurs to enable them to export more through e-commerce” <u>through under one or several of the priorities</u> outlined below:</p> <p>“Priority 1 - Development of digital, technical, and managerial capacities to facilitate greater participation in e-commerce in the Southern Mediterranean.</p> <p>Priority 2 - Enhancing the participation in e-commerce of women-led enterprises, particularly those operating in rural areas.”</p>	



05-10-2024

Question 32:	<p>(...) is a not-for-profit entity with headquarters incorporated in the United States of America, with an office established and active in Algeria(...). As we read the grant scheme eligibility rules, our established office in Algeria indicates that we are eligible to submit a proposal for the grant scheme.</p> <p>However, the legal entity form requires information on our main place of registration, which would be our headquarters in the United States. Under this lens, it appears that we may not be considered part of the UfM member states since our headquarters are not within the membership area.</p>
<p>To evaluate the eligibility status of the lead applicants, co-applicants and affiliated entities, please review the answer provided to question n° 1.</p> <p>Additionally, kindly consider the indications included in section 2.1.1 of the Guidelines for applicants: “Fulfilment of these criteria will be determined on the basis of the organisation’s statutes, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a ‘Memorandum of Understanding’ has been concluded.”</p>	

06-10-2024

Question 33:	<p>We seek clarification on where to insert different sections in the document. Could you please advise on the appropriate placement for different parts like 2.1.2 Implementation Approach & 2.1.3 Indicative Action Plan for Implementing the Action (max 4 pages): We would like to confirm whether this should be integrated into the main proposal text or submitted as an annex or appendix.</p> <p>If there is any guide on how to fill the application, this should be great to share with us.</p>
<p>Please refer to section 2.2. How to apply and the procedures to follow of the Guidelines for more information.</p> <p>As it is outlined in this section “Applications must be submitted in accordance with the instructions on the concept note and the full applications in the grant application form annexed to these guidelines (Annex A). Lead applicants should then keep strictly to the format of the grant application form and <u>fill in the paragraphs and pages in order.</u>”</p>	



07-10-2024

Question 34:	We wanted to confirm whether this proposal is still open for applications.
As established in the section 2.2.3 of the Guidelines , “the deadline for the submission of applications/full proposals is the 28th of October 2024 at 15:00 (Barcelona), as evidenced by the date and time of email reception, or the date and time of delivery receipt.”	

REQUEST FOR CLARIFICATIONS No. 1 After deadline of 07/10/2024 (*)

08-10-2024

Question 35:	In the “Who can apply?” section, it is stated that applicants should be an NGO or non-profit making. Our company is a social enterprise based in Estonia (a UfM country). Our mission and value statements indicate that our incoming funds are applied to projects, and thus, we do not make a profit. Would we qualify to be a partner (our lead partner is an NGO based in Tunisia).
To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities. To evaluate the eligibility status of the lead applicants, co-applicants and affiliated entities, please review the answer provided to question n° 1 .	
Question 36:	In the “Grant benefits” section, it is stated that 20% to 50% of the budget must be financed from sources other than the Union for the Mediterranean. Does this part of the contribution have to be in cash, or can it be in kind?
Kindly refer to section 2.1.5 of the Guidelines (eligibility of costs). As per the rules under the current call for proposals “contributions in kind may not be treated as co-financing”.	

14-10-2024

Question 37:	I want to make sure that we need to submit the concept note, full application, logical framework, and budget... not only the concept note for the first stage, right?
Please refer to section 2.2. How to apply and the procedures to follow of the Guidelines for more information. As it is outlined in this section “Applications must be submitted in accordance with the instructions on the concept note and the full applications in the grant application form annexed to these guidelines (Annex A).”	



15-10-2024

Question 38:	We understand that our local partner, having its headquarters in Jordan (priority country in the call), must present itself as a leading entity, is this correct?
<p>To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.</p> <p>To evaluate the eligibility status of the lead applicants, co-applicants and affiliated entities, please review the answer provided to question n° 1.</p>	
Question 39:	I am not clear about the details of the co-financing: - Can it be in kind? - Should the lead entity be responsible for it in its entirety or should it be a shared contribution?
<p>Kindly refer to section 2.1.5 of the Guidelines (eligibility of costs). As per the rules under the current call for proposals “contributions in kind may not be treated as co-financing”.</p> <p>As it is indicated in section 1.3. Financial allocation provided by the contracting authority, “(...) (i.e. the difference between the total cost of the action and the amount requested from the contracting authority) must be financed from sources other than the Union for the Mediterranean.”</p>	
Question 40:	Indirect costs: can they be included in the budget?
<p>As indicated in the guidelines, “The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7% of the estimated total eligible direct costs. (...)”</p> <p>For further details, please refer to information provided under “Eligible indirect costs” heading of section 2.1.5 of the Guidelines (eligibility of costs).</p>	
Question 41:	When you click on Annex 4, at the beginning of the document it says: Deadline for submission of concept note and full application: “20th October 2024 (Barcelona date and time)”. This information is contradictory with that detailed in the Grant Scheme (where it indicates that the deadline is October 28). Can you clarify this for me please?
<p>The deadline for the submission of applications/full proposals is the 28th of October 2024 at 15:00 (Barcelona) as indicated in the UfM website (https://ufmsecretariat.org/grant-scheme-2024/) and in the Guidelines.</p> <p>The deadline information provided in Annex A, Grant Application Form, is editable.</p>	



(*) As established in Section 6.5.4 of the Practical Guide of Contract Procedures for European Union External Action (EU PRAG), Lead applicants may submit questions in writing up to 21 days before the deadline for the submission of the full applications. The Contracting Authority must reply to all such questions at least 11 days before the deadline for submission of concept notes/full applications.

Albeit the requests for clarifications listed in Grouping No.3 were received after the established deadline, the Contracting Authority decided, with the aim of ensuring the widest possible participation and the requisite transparency, - although bearing no responsibility or requirement to do so- to nevertheless publish a response to these questions.